University of Wisconsin Green Bay
Charge back Processing

Charge backs are done when a charge needs to be transferred from a fund, department, or project/grant to another fund, department or project/grant within UW-Green Bay. The journal entry template is completed by the departments, and e-mailed to the Controller's Office to be uploaded into the Peoplesoft Shared Financial System. Following is an overview of the charge back process:

Journal Entry Template:
- ➢ To access the journal entry template, go to the Controller's website at: https://www.uwgb.edu/controller/general-ledger. Go to the General Ledger tab, and select the 'Journal Upload Template'. This is the template that is used to create the charge back file. See the attached template for the proper way to complete the template.

When the Upload Journal Entry template is complete, do file save as, and save the excel file on either your c: or m: drive. Close the internet session, and open the chargeback excel file you just saved. Click the "Create upload flat file – Output c:\ps\ACTJE.txt" button. This will create a comma delimited text file, which is saved as actje.txt in the c:/ps/ directory on your computer. Review the file to make sure the information transferred to the text file properly.

This text file needs to be e-mailed as an attachment to Marina Stafford (stafform@uwgb.edu) in the Controller's Office. The upload file is normally processed the day it is received or within 1-2 days of receipt. The chargeback should appear in WISER the day after the Controller's Office processes it in Peoplesoft SFS.

Guidelines:
- ➢ The description field cannot contain commas.
- ➢ You should not cut and paste within the template. This causes the formulas in the template to not function properly.
- ➢ More than one chargeback can be processed in the same file; however, there can be no blank lines between the line items.
- ➢ A memo or copy of the documentation related to the charge should be forwarded to the department that is being charged.

Example of Completed Chargeback Template:

ACTUAL Upload Journal Entry

Create Upload Flat File - Output= c:\ps\ACTje.txt

Business Unit	A	UWGBY
Journal ID	B	NEXT
Journal Date	C	02/01/2019 (MM/DD/YYYY)

Description: CORRECT DEPT CODING

Ledger		ACTUALS
Reversal Code		N
Reversal Date		
Budget Year	D	2019
Oper ID	E	LAJ
Source Code		INT

Ledger for Journal Line

ACTUALS

Line	Account	Fund	Org	Prog	Subclass	BY	Project	Amount	30 Char Line Description	10-Char Jrnl Ln Ref
1	3100	102	400305	1		19		50	XFER COST OF PAPER	
2	3100	102	400100	1		19		-50	XFER COST OF PAPER	
3										
4										
5										
6										
7										
8										
9										
10										

NOTES:

A. Business Unit must be UWGBY
B. Journal ID must always be NEXT

C. For Journal Date, enter the
current date

D. The Budget year should be the
current fiscal year.

E. For Oper ID, enter your initials

F. In the Description Field, enter a
description for what the chargeback
is for. The description can contain
a maximum of 30 characters, and
appears as the description in WISER

NOTE: This chargeback is charging $50 to organization 400305, and reducing the amount of expenses in organization 400100

OTHER GUIDELINES:
* The description field cannot contain commas.
* More than one chargeback can be included in the same file; however, there can be no blank lines between items.
* Forward a memo or copy of the documentation related to the charge to the department that is being charged.
* You can**not** cut and paste within the template. This causes major problems with the formulas.